

Small Business

Invitation Letter and Registration Materials for
Congresswoman Norton's "Access to Capital Fair"
Tuesday, May 2, 2006

Dear Small Business Owner:

On Tuesday, May 2, 2006, by popular demand, I will host an "Access to Capital Fair" from 8:00 a.m. to 4:00 p.m. at Washington Convention Center (801 Mount Vernon Place, NW) for D.C. residents and D.C. small businesses. The Fair responds to the two issues D.C. businesses most often have raised with me - the inability to gain access to sufficient capital and the problems associated with access to Federal government procurement opportunities.

Because the issue of gaining capital is perhaps the single most important challenge for small businesses, I want to personally invite you to my Fair to learn how to get commercial business loans rather than consumer loans for your business - and that's not all. You may apply for some loans on the spot at the Fair from banks and gain information on financial assistance programs available through the US Small Business Administration. Learn how to get on the GSA Schedule for Government Procurement, an opportunity that every business in the nation's capital desires, because once on the schedule you are automatically eligible for work without bidding for work against competitors. Learn about other valuable finance-related opportunities, such as how to buy the space you are renting. You also can get one-on-one advice and technical assistance from Federal government contracting officers, bank loan officers, and US Small Business Administration specialists. This is an event that no small business in the District can afford to miss! 33 exhibitors participated in last year's Fair. We hope, this year, to repeat our previous success and to build upon it.

Seating is first-come, first-served. The only way to guarantee a place at this free-of-charge event is to pre-register by immediately faxing or mailing your completed Registration Form to my Congressional District Office at 529 14th Street, NW, Suite 900, Washington, DC 20045-1928, FAX: (202) 783-5211. You are strongly advised to pre-register because limited seating may otherwise foreclose your participation.

To reserve a place, please return your Registration Form by 5:00 p.m. on Tuesday, April 25, 2006. If you have any questions, please contact Dionne Johnson or Sheila Bunn at (202) 783-5065.

I look forward to seeing you on May 2nd.

Sincerely,
Eleanor Holmes Norton
Member of Congress

Registration Form & Tentative Agenda Please Affix Your Business Card Here.

Date: May 2, 2006
Time: 8:00 am – 4:00 pm
Place: The Washington Convention Center
801 Mount Vernon Place, NW
Washington, DC 20001

Type or Print Clearly. Incomplete Forms Cannot Be Accepted.

Name: Mr. ___ Ms. ___ Other:

(First) (Middle Initial) (Last)

Business Title: Business Name: DC Address:

Washington, DC Zip Code: 200 ___ ___ This is my ___ Business ___ Residence Mailing Address

Phone: Voice: Fax: Email: @Type of Business:

Please select one morning workshop & one afternoon workshop you are interested in attending:

Morning Workshops - Small Office Home Office Loan Program or SBA Financial Assistance Programs

Afternoon Workshops - Entrepreneurial Development Assistance or Government Contracting Assistance

Action to Take

Comments

Step 1

Complete this Registration Form.

Step 2

Immediately fax & mail this completed Form to register.

Fax to:(202) 783-5211

Mail to:Cong. Eleanor Holmes Norton
ATTN: Sheila Bunn
529 14TH ST NW STE 900 Washington, DC 20045-1928

Registration Form must be
received by 5 pm on 4/25/06.

Step 3

Seating is first-come, first-served!

Should the Fair be filled, Congresswoman Norton will place you on the priority list for her next Small Business Fair.

Step 4

Direct your inquiries to: Dionne Johnson or Sheila Bunn at (202) 783-5065.

Tentative Agenda

Time

Activity

Comments

8:00 am- 9:00 am

Check-in/On-site Registration

Arrive early for check-in to avoid last minute seating delays.

9:00 am - 10:45 am

PLENARY SESSION

“ACCESS TO CAPITAL” panel discussion followed by question and answer period

(ROOM 202)

Congresswoman Eleanor Holmes Norton;

SBA Regional Administrator, Stephanie Watkins; and

SBA District Director of the Washington Metropolitan Area District Office, Joseph Loddo

Innovative Bank, PNC Bank

*Additional questions will be addressed individually at the Exhibitor Tables from 1:45 pm to 4:00 pm (following the final workshop).

10:45 am - 11:00 am

BREAK/Networking

11:00 am - 12 noon

Concurrent Morning Workshops

1. Small Office

Home Office Loan Program

2. SBA Financial Assistance Programs

12 noon - 12:30 pm

LUNCH (on your own)

12:45 pm - 1:45 pm

Concurrent Afternoon Workshops

1. Entrepreneurial Development Assistance

2. Government Contracting/Procurement Assistance

*Additional questions will be addressed individually at the Exhibitor Tables from 1:45 pm to 4:00 pm (following the final workshop).

1:45 pm - 4:00 pm

One-on-One meetings with bank and contracting officer officials to discuss loan deals and contracts

Exhibit Hall (ROOM 201)

4:00 pm

Fair Concluded